

DIRECTOR OF CURRICULUM, INSTRUCTION & HUMAN RESOURCES

QUALIFICATIONS:

1. Valid New Jersey Principal or School Administrator Certification, or Certificate of Eligibility required.
2. A Master's degree or higher from an accredited college or university with specialization in the areas of educational administration (required), with a focus on curriculum and instruction (preferred).
3. A minimum of five years of classroom teaching experience in elementary and/or secondary education, with an additional three years of successful administrative experience.
4. Ability to work on-site during the hours required.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. Mandatory criminal background check and proof of U.S. citizenship or legal alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES:

District Supervisor of Elementary Education K-4; District Supervisor of Mathematics (5-12); District Supervisor of Science, Technology and STEM (5-12); District Supervisor of English Language Arts/Social Studies (5-12); other administrative staff as assigned; PreK-12 teaching staff members and related educational service providers in all core areas; Secretarial staff as assigned.

JOB GOAL:

The Director of Curriculum, Instruction & Human Resources will provide leadership and vision in the ongoing planning, implementation, development, direction, review, and evaluation of the district's curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services. The Director ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence. The Director provides leadership in district personnel matters, such as hiring, retention, professional development, and positioning of employees in the organization in a manner that maximizes their educational benefit. The Director of

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Curriculum, Instruction & Human Resources reports to the Superintendent and participates as a member of the Superintendent's administrative team.

PERFORMANCE RESPONSIBILITIES:

Curriculum, Instruction, and Evaluation:

1. Plan, develop, implement, and evaluate the curricular and instructional programs of the District. Provide leadership and direction to the District for all instructional matters.
2. Establish an optimum learning environment to support curricular program implementation across the District.
3. Ensure that school instructional programs and activities conform to federal, state, and District guidelines.
4. Ensure that programs align to the most recent NJDOE approved standards, support 21st Century Life and Careers themes/standards, as well as technology standards.
5. Manages District digital archive for all curriculum content areas to ensure that the district stays current with core and supplemental curricular documents (e.g. grade level pacing guides, programming information, list of approved novels, films, and textbooks, etc.)
6. Work effectively and collaboratively with other administrators, teaching staff members, and the Board of Education to support the instructional program.
7. Collaborate with administrators to implement and maintain the District-wide school improvement process, including QSAC recommendations.
8. Develop a system-wide plan for curriculum study and improvement consistent with the District vision, goals, and policies. Ensure vertical and horizontal alignment of all curriculum materials.
9. Coordinate, develop, and oversee the curriculum writing process of new and revised curriculum for the district for all areas.
10. Analyze student achievement data to inform decisions regarding instruction and assessment in the District. Conduct and coordinate District-wide research for measuring the effectiveness of the total educational program. Collaborate with the administrative team regarding patterns and trends.
11. Collaborate with administration and instructional staff regarding District grading practices.
12. Interpret the present curriculum and proposed curriculum changes to the board, the administration, the staff, and the general public for all areas other than those supervised by the Director of Student Services.
13. Collaborate with the administrative team and the Director of Personnel & Operations to ensure alignment of instructional technology with current and future District need. Collaborate with administration and the Director of Personnel & Operations to ensure effective implementation of technology in all grades.
14. Oversee the adoption and implementation of computer-based educational software.

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15. Establish, monitor and provide feedback to instructional staff and building leadership on lesson planning and related instructional documents.
16. Provide goals and objectives for educational programs and initiatives. Monitor and evaluate the success of those educational programs and initiatives.
17. Supervise and direct the operation of the following District programs: Professional Development Academy, Gifted & Talented, Transitional 1st Grade.
18. Serve as a liaison in areas of responsibility between the school system and local, state and federal agencies as necessary. Attend county and state curriculum, instruction, and assessment meetings to remain up-to-date on all state information.
19. Serve as the administrative liaison to the Education Committee of the Board of Education.
20. Work with instructional staff regarding the development and implementation of common (benchmark) assessments. Establish and communicate District wide/grade level specific plan for screening and benchmarking practices.
21. Collaborate with administrators to oversee and monitor state testing. Report annual state testing results to the public.
22. Collaborate with the Director of Student Services regarding the District's procedure for the Response to Intervention process.
23. Serves as District Data Coordinator.

Personnel/Human Resources:

1. Conduct walkthroughs and formal evaluations of the general education staff in all content areas using the Danielson evaluation framework and monitor SGO quality and compliance district wide, as well as evaluation of additional administrative and teaching staff as assigned by the Superintendent.
2. Collaborate with central office and building leadership on the supervision of K-12 certificated instructional staff, including general education teaching staff members and related educational service providers in all core areas.
3. Support and monitor instructional staff regarding District identified effective instructional practices aligned to the adopted teacher evaluation tool.
4. Collaborate with administration and instructional staff regarding teacher-specific Corrective Action Plans. Evaluate the completion of Corrective Action Plans.
5. Collaborate with administration to address District staffing needs, including the posting of vacancies and personnel transfers.
6. Designs and direct the hiring process for all certificated and/or non-certificated district employees, in cooperation with the administrators/supervisors for the purpose of assuring consistency in the district and ensuring compliance with state and federal law and contractual provisions (i.e. endorsement, certification requirements).
7. Promotes student success through effective human resource management by the selection, training, support, evaluation and retention of quality instructional and support personnel.

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8. Screens, recommends, and assigns staff based on the school's needs as determined by data as well as local, state, and federal requirements.
9. Implements formal and informal procedures to support and assist all new personnel.
10. Implements formal and informal procedures to support, assist, and retain quality instructional and support personnel. Assists in the preparation of new employee packet of information for personnel.
11. Supports and provides professional development to strengthen instructional practices that result in increased student achievement.
12. Manages the supervision and evaluation of staff in accordance with Barnegat Township School District policies.
13. Develops/revises district policies and procedures for human resources for the school board's consideration, for the purpose of assuring consistency in the district, and compliance with laws, regulations and collective bargaining agreements.
14. Provides leadership and training in developing staff evaluation procedures.
15. Coordinates performance assessment of all employees, advises supervisors, oversees process for tracking notification and receipt of evaluation/provisional paperwork, works with appropriate personnel in the development/revision of evaluation procedures and related forms.
16. Monitors human resource activities of administrators and instructional staff for the purpose of assuring compliance with district's human resources policies and procedures, collective bargaining agreements and laws and regulations.
17. Provides training to District administration for the purpose of ensuring that personnel policies and procedures are understood and implemented fairly and appropriately.
18. Collaborates with the Superintendent and other administration team members to ensure best practices in human resources leadership operations and management.
19. Participates in labor-management meetings and follow-up actions based on discussion/meetings; works proactively to resolve issues before they become formal grievances and utilizes problem solving and mediation techniques to bring about resolution where appropriate.
20. Conducts or coordinates investigations into allegations of sexual harassment or other illegal discrimination.

Professional Development:

1. Lead staff to organize and establish the district professional development plan, including maintaining contact with organization representatives from various vendors and professional development providers.
2. Monitor and approve all in and out of District professional development and field trips for instructional staff. Ensures that all approved District professional development aligns with District initiatives and goals.
3. Serves as the primary contact to plan, organize, and evaluate all in-District professional development in-services and opportunities, including summer-time professional development learning opportunities.

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4. Work with administrators and teacher committees in organizing and coordinating grade level and department meetings in order to promote horizontal and vertical integration and articulation of the instructional program throughout the district.
5. Work with other members of administrative team to ensure the effective implementation of professional learning communities throughout the District.
6. Oversee the District compliance with all state-mandated professional development.
7. Supervise the planning and implementation of annual New Staff Orientation.

Other Areas of Responsibility:

1. Development of the District budget as it relates to curriculum, professional development, and instructional program materials. a. Orders and processes all curriculum materials orders for all departments b. Oversees the input/detail/recording process for all assigned department budgets using District budgeting tool.
2. Direct the completion of the annual application for federal ESSA grant and Title II/III/IV funding and related reporting. Oversee the budgeting and appropriate use of these funds.
3. Direct the use of District funds in a fiscally responsible manner that supports District goals and maintains compliance with all State and Federal laws, administrative code, and the appropriate provisions of the Board's policy.
4. Communicate effectively with all members of the school district and community as necessary.
5. Work with administration and instructional staff to ensure the annual inventory of instructional resources, and ensures aligned/efficient ordering and distribution practices for instructional materials.
6. Serve as the administrative liaison to the District Evaluation Advisory Committee.
7. Plan and accomplish personal professional growth objectives.
8. Perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

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LEGAL REFERENCES:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system
- N.J.S.A. 18A:16-2 Physical examinations; requirement
- N.J.S.A. 18A:25-2 Authority over pupils
- N.J.S.A. 18A:26-1 Citizenship of teachers, etc.
- N.J.S.A. 18A:26-1.1 Residence requirement required
- N.J.S.A. 18A:26-2 Certificates required; exception
- N.J.S.A. 18A:27 Employment and contracts
- N.J.S.A. 18A:28-3 No tenure for non-citizens
- N.J.S.A. 18A:28-5 Tenure of teaching staff members
- N.J.S.A. 18A:28-8 Notice of intention to resign required
- N.J.S.A. 18A:37-2 Discipline of pupils
- N.J.A.C. 6:3-3.1 et seq. Condition for employment of teachers
- N.J.A.C. 6:3-4.1 et seq. Supervision; observation and evaluation
- N.J.A.C. 6:3-4A.4 Requirements of physical examinations
- N.J.A.C. 6:3-5.1 et seq. Seniority
- N.J.A.C. 6:8 Through and efficient system of free public schools
- N.J.A.C. 6:11-3.1 Certificate required
- N.J.A.C. 6:11-3.9 Oath of allegiance required
- N.J.A.C. 6:11-3.10 Citizenship required
- N.J.A.C. 6:11-5 Requirements for instructional certificate
- N.J.A.C. 6:11-6 Endorsements on the instructional certificate
- N.J.A.C. 6A:7 Managing for equality and equity in education
- N.J.A.C. 6A:8 Standards and assessment
- *N.J.A.C. 6A:24 Education reform in the Abbott districts
- See particularly:
- N.J.A.C. 6A:24-6.1 Implementation of required programs in secondary schools

*applies to Abbott districts only

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110 Title I Part A, Section 1119 Qualifications for teachers and paraprofessionals 20 U.S.C.A. 6301 et seq.

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002